



Gardners Lane &
Oakwood Federation

Safer Recruitment Policy

Approved October 2026
Review October 2028

GARDNERS LANE AND OAKWOOD FEDERATION SAFER RECRUITMENT POLICY

INTRODUCTION

The Governing Body of Gardners Lane and Oakwood Federation is committed to the safety and welfare of children and is acutely aware that: 'The safety and welfare of the child is paramount'.

Recruitment processes are followed with due care and precision; staff and governors ensure that at least one member of an interview panel is appropriately trained. Guidance is sought from the Local Authorities Human Resources department as appropriate.

The school makes due reference to the latest Keeping Children Safe in Education throughout the process

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

IDENTIFICATION OF RECRUITMENT STAFF

- interview panels will consist of a minimum of three people where possible
- at least one member of the panel will have completed current or up to date Safer Recruitment training
- at least one member of the panel should be a governor of the Federation where possible

INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: "The Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- Information for candidate's pack which contains information on safeguarding, safer recruitment, details of the interview process and links to the relevant policies
- an application form;
- a criminal declaration form if shortlisted

All prospective applicants must complete, in full, the application form.

SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post.
- All applicants will be scrutinised by a minimum of two senior staff.
- References will be taken up after the shortlisting stage, so that any discrepancies can be probed during the interview stage.
- References will be sought from both the most recent employer and the most recent educational setting where possible
- References will be sought directly from the referee and should be from someone with authority. References or testimonials provided by the candidate will never be accepted
- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Online searches will be undertaken for shortlisted candidates.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- All references will be verified to ensure that they are from a legitimate source.
- Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children;
 - the candidate's suitability for the post.

School employees are entitled to see and receive, if requested, copies of their employment references.

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Candidates called to interview will receive:

- a letter confirming the interview and any other selection techniques
- details of the interview day
- details of any tasks to be undertaken as part of the interview process
- the opportunity to discuss the process prior to the interview

Interviews will always be face-to-face.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Interview panel members notes and scores will be kept on file for 6 months and the successful candidates scores and notes will be kept in their personnel file

EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity
- to complete a DBS application and receive satisfactory clearance
- to provide original certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- if the candidate is taking up a management position a section 128 check will be applied
- if the candidate is prohibited from teaching

INDUCTION

All staff who are new to the Federation will receive a Safeguarding induction in line with the requirements of the latest Keeping Children Safe in Education. They will be provided with:

- the Federation Safeguarding Policy
- staff Code of Conduct
- the Federation Safeguarding Handbook
- the Federation Relationships Policy
- the latest keeping Children Safe in Education Parts one, five and the appendices.

VOLUNTEERS

We will:

- not leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- carry out a Risk Assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this Risk Assessment
- when volunteers are working with children under eight, we carry out appropriate checks to ensure that individuals are not disqualified under the 2018 childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

GOVERNORS

- All governors will have an enhanced DBS check without barred list information
- If working in a regulated activity they will have an enhanced DBS check with barred list information
- All governors will also have a section 128 check [as a section 128 direction disqualifies an individual from being a maintained school governor]

EQUAL OPPORTUNITIES

All school policies have an explicit aim of promoting equality and diversity. They will be reviewed in terms of their contribution and effectiveness in achieving this aim

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